Subject: Conformity Assessment Procedure for the CPS Scheme

Revision history

Date	Section, Contents of Revision	Authors
07.03.2009	Initial release	FN
04.05.2009	Clause 4 CPS: Singapore Consumer Protection (Safety Requirements) Registration Scheme Clause 6.1.B.a: Make review of test report mandatory	FN
29.04.2010	Clause 3 Clause 4 Added in the definition LOA Clause 6.1.A.g Include LOA Clause 6.1.B.a Updated the website/link Clause 6.4 Remove “in case the model number is not changed.” General: Replace clause with chapter as referred to the info booklet Corrected typo errors	STH
24.06.2011	Update Clause 3 Version change of Singapore Consumer Protection (Safety Requirements) Registration Scheme, Information Booklet, 20 January 2011 Edition version 4.1	DU
21.07.2011	Correction on Clause 6.1 SPRING Singapore Clause 6.1.C Addition of item b, c and d Clause 6.1 Addition of Online application information Clause 6.2 Addition of information related to Technical and Non-technical modification. Clause 6.4 Addition of information related to Technical support and Certifying officer. Clause 7 Change of Attachment to Appendix, following document attached: 1 Flowchart for Registration of Controlled Goods 2 Flowchart for Modification of Controlled Goods 3 Flowchart for Renewal of Controlled Goods 4 Checklist for Singapore Certificate of Conformity 5 Checklist for Modification to Registered Controlled Goods 6 Scope of Application for Controlled Goods for TUV	STH

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	Rheinland Singapore Pte. Ltd. 7 CAB 01, Application for ' Certificate of Conformity ' for Controlled Goods 8 CAB 02, Declaration on Use of 3-Pin Mains Plug 9 CAB 03, Declaration on using Fixed Wiring in Accordance to CP5/IEC 335-1:1076 10 CAB 04, Declaration for Computer Monitor not connected directly to the Mains power Socket outlet 11 CAB 05, Identity Declaration 12 CAB 06, Detachable Power Cord Set not supplied by Registered Supplier 13 CAB 07, Application for Modification for Controlled Goods 14 CAB 08, Application for Renewal for Controlled Goods 15 Price List CPS Scheme	
02.05.2012	Update Clause 3 Version change of Singapore Consumer Protection (Safety Requirements) Registration Scheme, Information Booklet March 2012, updated on 20 2012 Edition version 4.2 Clause 6.1C Corrected typo error Clause 6.1.1 Registered supplier click the link provided in TUV Rheinland Singapore website http://www.tuvsingapore-coc.com for COC online application. Clause 6.3 Corrected typo error	STH
08.05.2012	Update Clause 5 Additional of last two paragraphs Update Clause 6.1 Additional of last sentence for first paragraph. Correction of editorial error Update Appendix 4 Name and Signature of Technical Support, Name and Signature of Processing Officer Clause 42, 43 and 49 Update Appendix 5 Name and Signature of Technical Support, Name and Signature of Processing Officer	STH
07.06.2013	Change of approving personnel Change of pricelist	STH
	Change of procedure number Change of info Booklet information in Clause 3	

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2013-07-02	Add TUV Rheinland Affiliates in clause 6.1, 6.2 Change Quality Manual Asia to TIC Manual Asia-Pacific in clause 6.3 Add clause 6.6 Notification of major changes Add Registered Supplier in Appendix 1 of flow chart Add TUV Rheinland Affiliates in Appendix 2 of flow chart Add TUV Rheinland Affiliates in Appendix 2 of flow chart Remove non-designated Controlled Goods in Appendix 4. Checklist for Singapore Certificate of Conformity Add scope in Appendix 6.Scope of Application for Controlled Goods for TUV Rheinland Singapore Pte. Ltd.	STH
2014-07-08	- Deletion of issue date and revision of Singapore Consumer Protection (Safety Requirements) Registration Scheme, Information Booklet in clause 3 - Deletion of edition and version of Standards, Productivity and Innovation Board (Conformity Assessment) Information Booklet, SPRING Singapore in clause 3 - Correction of URL for CPSA system in claue 6.1. A - Removal of 6.1.1 Online certification - Addition of paragrapgh regarding “date of re-certification” in clause 6.4 renewal of COC - Chane “Letter of Acknowledgement” to “Letter of Acceptance” in Appendix 5. Checklist for Modification to Registered Controlled Goods - Deletion of standard version in Appendix.7 - Change address, removal of 10 and 15 working days and deletion of version in Consumer Protection (Safety Requirements) Regulations in Appendix.7 CAB01 - Correction standard IEC 335-1:1976 to IEC 60335-1 in Appendix.9 CAB03 - Deletion of version of Consumer Protection (Safety Requirements) Regulations in Appendix.11 CAB05 - Correction of standard” IEC 83 Standard C5” to “IEC 50075” and “IEC 320” to “IEC 60320” in Appendix.12 CAB06 - Deletion of version of Consumer Protection (Safety Requirements) Regulations in Appendix.14 CAB08 - Addition of Appendix.16 COC format	STH
2014-10-16	Change from “ISO/IEC Guide 65” to “ISO/IEC 17065” in clause 3	Than Soe

1. Purpose

Activities for the Conformity Assessment Procedures and Certification of the Certificate of Conformity for the Singapore Consumer Protection Registration Scheme.

2. Applications

TUV Rheinland Singapore Pte.Ltd.

3. Additional Instructions and References

- Management Manual clause 5
- ISO/IEC 17065
- Singapore Consumer Protection (Safety Requirements) Registration Scheme, Information Booklet, Safety Authority

- Standards, Productivity and Innovation Board (Conformity Assessment) Information Booklet, SPRING Singapore
- CAB: Conformity Assessment Body

4. Definitions

CPS: Singapore Consumer Protection (Safety Requirements) Registration Scheme
CoC: Certificate of Conformity
RTL: Recognized Testing Laboratory
IECEE: International Electrotechnical Commission for Conformity Testing and Certification of Electrotechnical Equipment and Components
CB: Certification Body
BOM: Bill of Material
CORE: Product Certification Software of TUV Rheinland
CAB: Conformity Assessment Body
CCL: Certification Check List

5. Jurisdictions and Responsibilities

This quality procedure is based on the requirements of the **Singapore Consumer Protection Requirements (Safety Requirements) Registration Scheme** as laid down in the Information Booklet. In case of contradictions, the requirements of the CPS Scheme Singapore are prevailing.

The **Technical Support Staff** is handling the inquiries for CoC approval, keeps the communication with the customer and cares for the completeness of the document. He/she is processing the part for of the CCL falling into his/her responsibility.

The **Processing Officer** is a technical competent person, responsible for evaluating and reviewing the correctness of the submitted documents for application for the CoC for CPS Scheme according the relevant CCL. He recommends the Certifying/Approving Officer to certify the CoC when all the documents are in compliance.

The **Certifying/Approving Officer** is a technical competent person who is responsible for maintenance or grant of Certificate of Conformity (CoC), its modification, extension or reduction of scopes; suspension or withdrawal of the CoC. He is responsible to verify, that all processing where concluded according to the relevant procedures and check list. He has the veto right to technical objections.

Processing Officer shall only perform the evaluating and reviewing function and he shall not perform the Certifying/Approving function for the same scope of standard/s.

Certifying/Approving Officer shall only perform the function of maintenance or grant of Certificate of Conformity (CoC), its modification, extension or reduction of scopes; suspension or withdrawal of the CoC. He shall not perform evaluating and reviewing function for the same scope of standard/s.

6. Procedure

6.1 For the **grant** and **maintenance** of the COC:

There are two persons who are responsible for the correctness and completeness of the processing for the CoC. The Processing Officer grants with his signature on the CCL for

the technical correctness and correctness of the procedure and laboratory. The Certifying/Approving Officer verifies all the reviewed documents according to the quality procedure and approves the CoC.

The Processing Officer has the obligation to assure if the requirements in Singapore Consumer Protection Requirements (Safety Requirements) Registration Scheme and the Information Booklet are not changed and act accordingly, with the SPRING Singapore website before each processing.

A. Technical Support Staff

a. receives the application for a COC from TUV Rheinland Affiliates/Registered Suppliers and ensures ownership of the registration on web page:

https://cpsa.spring.gov.sg/totalagility/forms/cpssite/PUBSearchRS.form

b. issues certification numbers to the Registered Suppliers to assist them in preparation for the Safety Mark. The certification numbers are drawn for the CORE system. They have 8 digits XXYYYY-ZZ , as of the Information Booklet chapter 13 and indicate

XX = year of certification

YYYY = serial number

ZZ = 17 (CAB identity code)

c. checks if the product under application is within the Scope of Application of TUV Rheinland Singapore Pte. Ltd.

d. if insufficient documents are received and informs the registered supplier. Certification process will on hold until missing documents are received.

e. signs his/her part on the CCL

f. if the complete documentation is received, submits to the authorized Processing Officer for review

g. issue the signed COC to Registered Supplier.

B. Processing Officer

a. Based on the Authorization of the Controlled Goods, evaluates and reviews correctness of the submitted Documents.

In general, the following items to be taken into consideration for making decision:

- Notification of Registered Supplier's code from SPRING
- Validity of the governing standard(s), including amendment is equal or newer than the standards listed in the Information Booklet on web page: http://www.spring.gov.sg/Resources/Quality_Standards/CPS/document/CPS_InfoBooklet.pdf
- Validity of the CB/RTL Test Report and CB certificate (</= 3 years)
- Testing Laboratory and tested product in IECEE CB scheme on website: http://members.iecee.org/

or testing laboratory and product are registered RTL in the Information Booklet, Appendix Y and AA on website: http://www.spring.gov.sg/QualityStandards/CPS/Documents/CPS_InfoBooklet.pdf

- Review of Test Report
- Review of Rating Label
- Review of Circuit Diagram;
- Review of Product Photographs:
- Supporting documents, e.g. BOM list, Power Cord set certificate and manual;
- Chapter 7 Safety Authority's Requirements of the Singapore CPS requirements:
- Signs his part on the CCL.

b. Maintains Technical File of the Registered Suppliers upon favorable review.

c. Ensures that a Technical File on each and every product certified is kept and maintained. Retention period is 10 years after expiration of the COC.

C. Approving/Certifying Officer

a. Verifies that all procedures are complied with
b. Verification of completeness of received documents
c. Verification of CCL for correctness and signature of Technical Support and Processing Officer
d. Review the correctness of information on draft COC prepared by Processing officer
e. Certifies and approves the COC Application
f. Makes available the Technical File within 7 days to SPRING Singapore upon request

Decision Making

The Certifying/Approving Officer with his signature on the COC and changing the status in the CORE certification software is responsible for the correctness of the Certification process. The certification decision is based on the information gathered during the evaluation process carried out by the Processing Officer

6.2 For **application of modification to valid COC**

The enquiry from the TUV Rheinland Affiliates/Registered Supplier for modification, extension and/or reduction of certification scope is to be forwarded to the TUV Rhineland Singapore Pte. Ltd.

For modification of the COC, the following documents should be submitted by Registered Supplier to the CAB:

- Application for Modification for Controlled Goods
- New CCL in case of modification
- New valid test report (in case of modification)
- Revised documentation for the Technical File if necessary

In general, the following items to be taken into consideration for making decision:

Modification due to technical changes and does not result in change of the model number. Technical support receives the form **CAB07, Application for Modification for Controlled Goods**, from the registered supplier. The **Letter of Acceptance to Modification** is issue to registered supplier. The controlled goods do not have to be re-registered with SPRING.

Modification due to technical change and result in change of the model number. Technical support receives application for new COC from registered supplier. New COC require to re-issue. Re-registration of the controlled good with SPRING Singapore is required, and new signed COC and LOA will issue to registered supplier.

Modification without technical change that does not affect the safety of the controlled goods and result in a change of the model number. Technical support receives application from registered supplier and informs them to contact SPRING Singapore for issuing of new COC and LOA.

Modification without technical change and does not results in change of the model number. Technical support shall inform to the registered supplier only to update their technical file with the modification by declaring that the modification is non-technical.

Sign on **Checklist for Modification to Registered Controlled Goods** by Technical support and Processing officer if all the documents are complete and correct. Certifying/Approving Officer sign on copy of the **Letter of Acceptance to Modification** or new COC depending on the type of modification.

6.3 For **suspension or withdrawal** of the COC

Observe whether the conditions listed in clause 6.2.6 of the TIC Manual Asia-Pacific are encountered, named “Certificates and Marks of Conformity, Withdrawal or Cancellation”, while the head of the certification department shall be contacted for the final decision. For example:

-We receive a written request from the license holder or certified supplier
- Applicable standards or norms have been changed, withdrawn or are rendered invalid
-We detect incorrect reference, misleading or dishonest use of certificates, licenses, marks of conformity
- The applicant or certificate holder severely violates requirements on handling of complaints
-Major safety-relevant defects of products are detected during surveillance or other control measures
- The Client does not pay fees or goes through bankruptcy

For suspension or withdrawal of the COC, the following documents should be submitted by Registered Supplier to the TUV Rheinland Singapore Pte. Ltd.:

- Notification for withdrawal

During the transition period prior to withdrawal of the COC, its status is to be set as “suspended” in the CORE by Certifying/Approving Officer. Its status can only be restored when the reason for suspension is resolved, and where applicable, the product conformity has been assured by means of test or audit.

In case of severe incident caused by the certified product, so that the accreditation requirement is violated, the top management and the Safety Authority, SPRING Singapore is to be informed for prompt reaction.

6.4 For **renewal** of the COC

The TUV Rheinland Affiliates/registered supplier sends his request for renewal with form sheet CAB 08, Application for Renewal for Controlled Goods. The Technical Support Staff will ask if the controlled good was modified and a new Test Report is existing, if yes request form CAB 07, Application for Modification for Controlled Goods. If the product is modified, the documents are filed to the Technical File according the CCL.

For renewal of the COC, registered supplier should apply about 6 months before the expiry date to avoid cancellation due to insufficient time to renew at the last minutes. Eventhough the renewal was applied ealier, the renewal date will start after the current expiry date.

The following documents should be submitted by Registered Supplier to TUV Rheinland Singapore Pte. Ltd. before the expiration of the COC:

- Application for renewal of certified controlled goods
- Application for Modification for Controlled Goods if applicable
- New CCL in case of modification
- New valid test report (in case of modification)
- Revised documentation for the Technical File if necessary

Technical support will check documentation according to **Checklist for Singapore Certificate of Conformity (as shown in Appendix 4)**, he/ she will sign on the CCL if all the documents for renewal is completed.

The Processing officer shall verify validity of submitted documents and process according to the same checklist.

Certifying/Approving Officer

a. Verifies that all procedures are complied with
b. Verification of completeness of received documents
c. Verification of CCL for correctness and signature of Technical Support and Processing Officer
d. Review the correctness of information on draft COC prepared by Processing officer including “date of re-certification” and “initial issue date”
e. Certifies and approves the COC Application
f. Makes available the Technical File within 7 days to SPRING Singapore upon request

A new COC bearing the same Certificate number will be issued after approval, in case the model number is not changed.

6.5 Update and Dissemination of the CPS requirements.

The Approving/Certifying Officer will check in the Safety Authority’s website for latest changes to the CPS requirement, on the basis of two weeks interval and disseminates the updated information to the Technical support and processing officer if available.

6.6 Notification of major changes

QMR is responsible to inform SPRING in the event of below changes:

a. Changes in Quality Manual/relevant procedures
b. Changes in organization
c. Changes in key personnel

For item (a) and (b) shall inform within 2 weeks after the changes and for item (c) shall inform 2 weeks prior to the changes to SPRING in writing.

7. Appendix

1 Flowchart for Registration of Controlled Goods
2 Flowchart for Modification of Controlled Goods
3 Flowchart for Renewal of Controlled Goods

Controlled document under Forms:
4 Checklist for Singapore Certificate of Conformity
5 Checklist for Modification to Registered Controlled Goods
6 Scope of Application for Controlled Goods for TUV Rheinland Singapore Pte. Ltd.
7 CAB 01, Application for ' Certificate of Conformity ' for Controlled Goods
8 CAB 02, Declaration on Use of 3-Pin Mains Plug
9 CAB 03, Declaration on using Fixed Wiring in Accordance to CP5/IEC 60335-1
10 CAB 04, Declaration for Computer Monitor not connected directly to the Mains power Socket outlet
11 CAB 05, Identity Declaration
12 CAB 06, Detachable Power Cord Set not supplied by Registered Supplier
13 CAB 07, Application for Modification for Controlled Goods
14 CAB 08, Application for Renewal for Controlled Goods
15 Price List CPS Scheme
16 COC format

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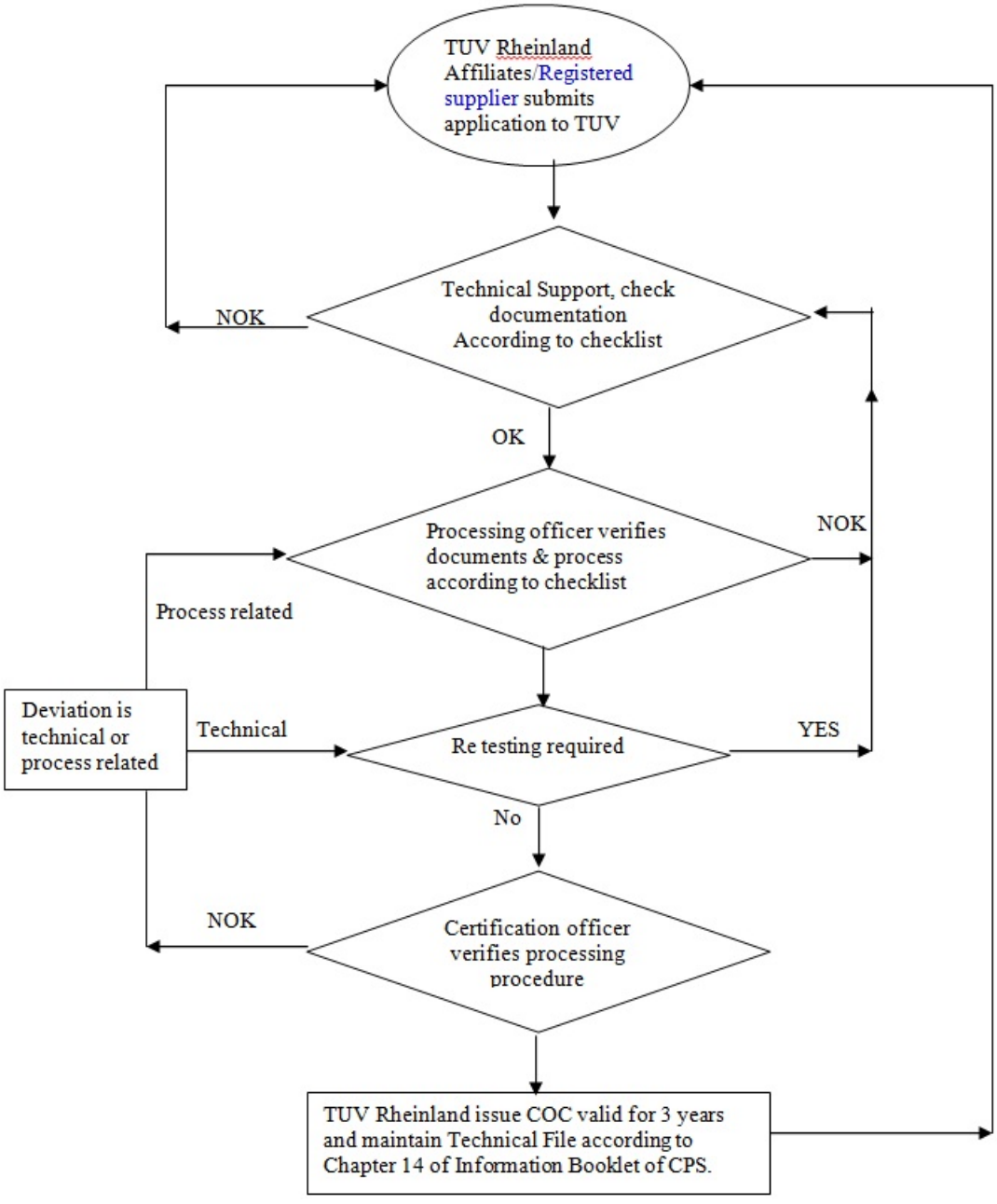
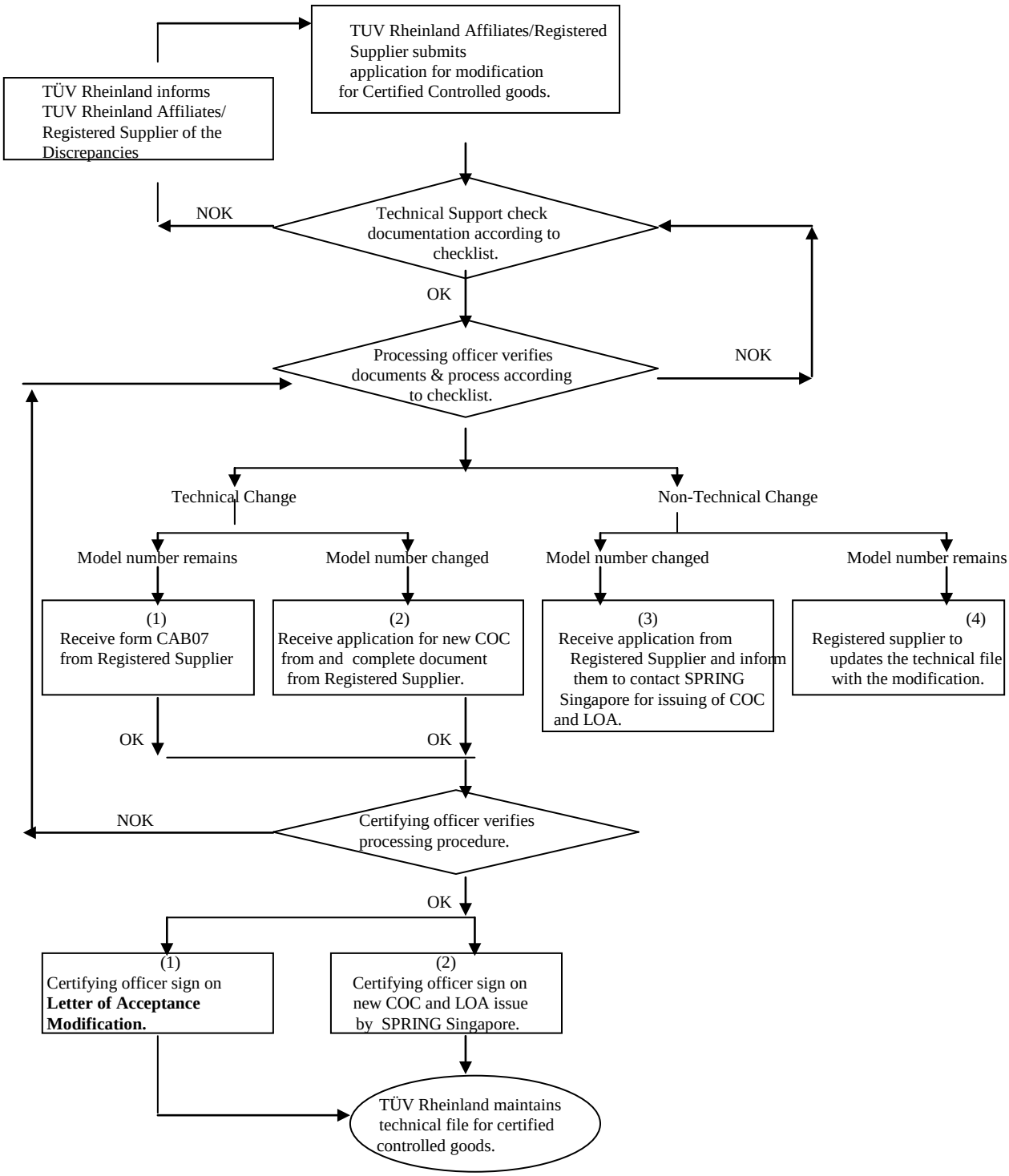
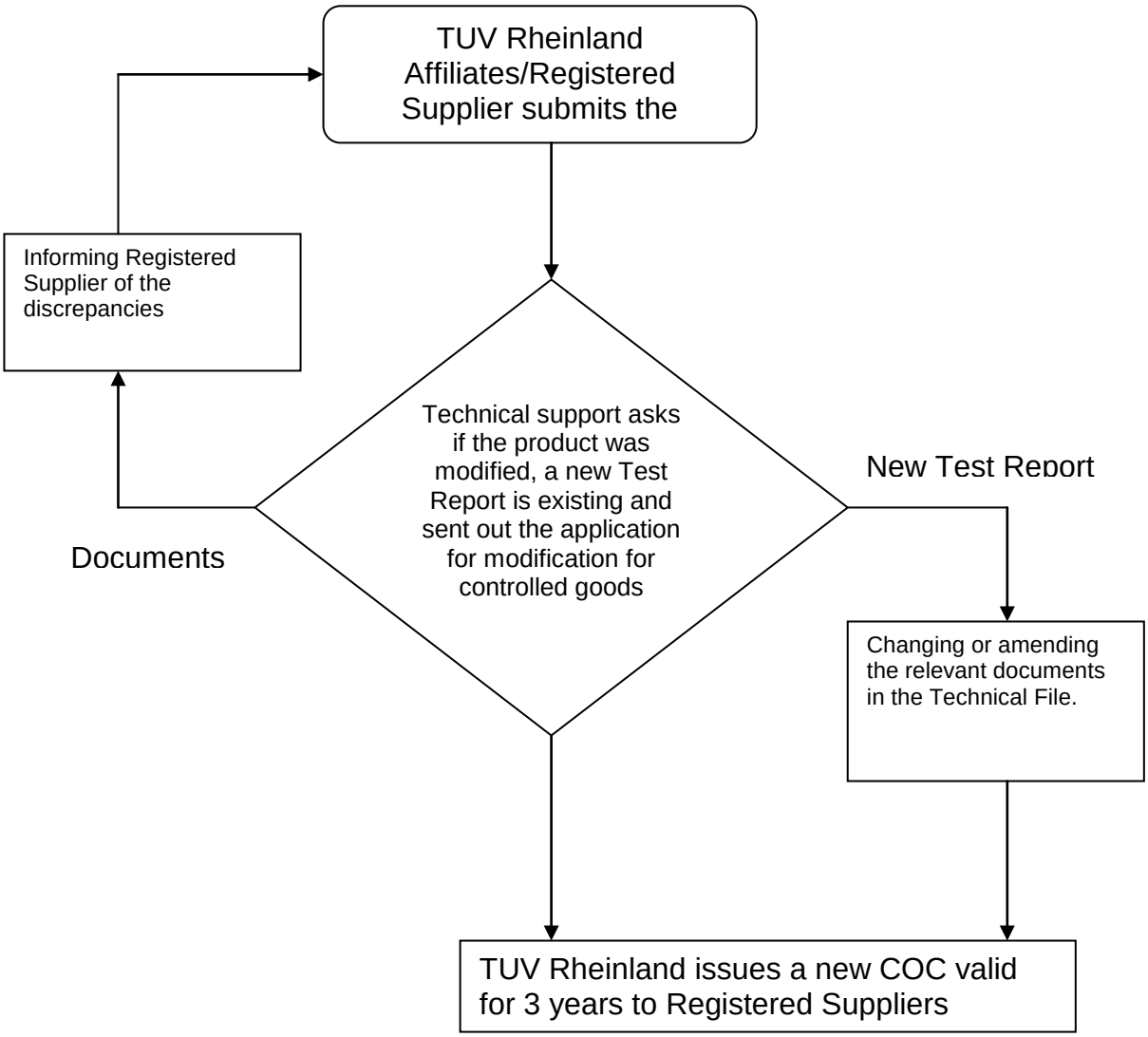
Appendix 1. Flowchart for Certification of Controlled Goods (TUV Rheinland Affiliate office to TUV Rheinland Singapore)


TUV Rheinland Affiliates/Registered supplier submits application to TUV
Technical Support, check documentation According to checklist
NOK
OK
Processing officer verifies documents & process according to checklist
NOK
Process related
Deviation is technical or process related
Technical
Re testing required
YES
No
Certification officer verifies processing procedure
NOK
TUV Rheinland issue COC valid for 3 years and maintain Technical File according to Chapter 14 of Information Booklet of CPS.

Appendix 2. Flowchart for Modification of Controlled Goods


TUV Rheinland Affiliates/Registered Supplier submits application for modification for Certified Controlled goods.
TÜV Rheinland informs TUV Rheinland Affiliates/ Registered Supplier of the Discrepancies
NOK
Technical Support check documentation according to checklist.
OK
Processing officer verifies documents & process according to checklist.
NOK
Technical Change
Non-Technical Change
Model number remains
Model number changed
Model number changed
Model number remains
(1) Receive form CAB07 from Registered Supplier
(2) Receive application for new COC from and complete document from Registered Supplier.
(3) Receive application from Registered Supplier and inform them to contact SPRING Singapore for issuing of COC and LOA.
(4) Registered supplier to updates the technical file with the modification.
OK
OK
NOK
Certifying officer verifies processing procedure.
OK
(1) Certifying officer sign on **Letter of Acceptance Modification.**
(2) Certifying officer sign on new COC and LOA issue by SPRING Singapore.
TÜV Rheinland maintains technical file for certified controlled goods.

Appendix 3. Flowchart for Renewal of Controlled Goods


TUV Rheinland Affiliates/Registered Supplier submits the
Technical support asks if the product was modified, a new Test Report is existing and sent out the application for modification for controlled goods
Documents
Informing Registered Supplier of the discrepancies
New Test Report
Changing or amending the relevant documents in the Technical File.
TUV Rheinland issues a new COC valid for 3 years to Registered Suppliers

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Appendix 4. Checklist for Singapore Certificate of Conformity

Certificate # : **Model name:**

Client: **Brand name:**

"√" The respective column

Document				Remarks
Technical Support	**OK**	**Fail**	**N/A**	
(1) Is the product in the Spring scope of TUV Rheinland Singapore				Kind of product:
(2) Protection Class				I: ❒ II:❒
(3) Form CAB 01, Application of COC for Controlled Goods				
(4) Form CAB 02, Declaration on use of 3-pin mains plug, < 3kW				
(5) Form CAB 03, Declaration on using fixed wiring, > 3kW				
(6) Form CAB 04, Declaration for Computer Monitor not connected directly to the mains				
(7) Form CAB 05, Identity Declaration				
(8) Form CAB 06, Detachable Power Cord Set not Supplied by Registered Supplier				
(9) Form CAB 07, Declaration for Modification of Controlled Goods				
(10) Form CAB 08, Application For Renewal of Certified Controlled Goods				
(11) CB test report and certificate RTL test report				CB: ❒ RTL: ❒
(12) Authorization Letter (Different from CB License Holder)				
(13) Circuit Diagram with Component Value				
(14) Bill of Material/Full Part List				
(15) English User Manual				

(16) Color Photo of each Model (including front/ view, rear view, PCB Lay Out)				
(17) Rating Label (With model and brand name)				
(18) Notification of Registered Supplier's code from Spring				
Other Remarks:				

Date: _____ Name and Signature of Technical Support_____

Processing Officer	OK	Fail	N/A	Remarks
(19) Are the documents listed under point (1) to (18) correct and Complete.				
(20) Is the Test report valid, < 3 years				
(21) Is the laboratory listed CBTL, RTL for the product (check website)				Lab. Name:
(22) Are the governing standards valid, complete and correct				
(23) Review of Product Photograph				
(24) Review of Circuit Diagram				
(25) Review of Test Report				
(26) Review of Manual				
Chapter 7 Safety Authority Requirements:				
(27) AC 230V included in rating				
(28) Voltage Selector (mismatch test)				
(29) Tropical Condition Test				
(30) Class I Appliance (3-pin main plug)				❒ complying with SS 145/ SS 472, registered with Safety Authority
(31) Class II Appliance (32) (main plug)				❒ EN 50075 ❒ complying with SS145, registered with Safety Authority
(33) Appliance > 3kW				Connection of fixed wiring according Code of Practice CP5
(34) Detachable Power Cord (Mains plug, cord, appliance connector)				Listed under Critical Components in report
(35) Circuit Diagram				For IEC 60065, IEC 60950-1 include component value
(36) Circuit Diagram of electronic modules provided				
(37) Controlled Goods child appealing not permitted				
Air pot				
(38) Reboil switch not allowed to protrude into water				
AC Adaptor				
(39) 3-pin AC Adaptor				Test Report shows compliance with sub-clauses 12.1 & 12.3 of SS246
(40) 2-pin Adaptor				Compliance with EN 50075
(41) Detachable Power Cord Set not supplied by Registered Supplier				Instruction list type of approved cord set to be used
Computer Products				
(42) CD/DVD ROM				Test Report IEC 60825 provided
(43) Modem Card				Test Report IEC 60950-1 sub-clauses 5.1 & 6 provided
Table Fan and Standing Fan				
(44) Installation Manual				Lists 3 expansion bolts and expansion bolt with hook for fastening.
(45) Drawing provided that wires within motor shaft are not stressed				

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Roaster				
(46) Metal Ring provided				Protection from falling off when glass bowl shatters
Plasma/ LCD Display Monitor with TV Tuner				
(47) TV Tuner				Test report clauses 9 (related to antenna only), 10.1, 10.2, 10.3 and 12.5 of IEC 60065 provided
Re-testing recommended:				

Date: _____Name and Signature of Processing Officer: _____

COC **By:**

_____
(Printed Name)

Other Aspects:

_____

☐ COC is carried out.
☐ COC is not carried out. (see "Other Aspects")

Date Signature
(of Approving Officer)

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Appendix 5. Checklist for Modification to Registered Controlled Goods

Certificate #: **Model name:**

Client: **Brand name:**

"√" The respective column

Document				Remarks
Technical Support	**OK**	**Fail**	**N/A**	
(48) Form CAB 07, Declaration for Modification of Controlled Goods				
(49) CB test report and certificate RTL test report				CB: ❒ RTL: ❒
(50) Circuit Diagram with Component Value				
(51) Bill of Material/Full Part List				
(52) English User Manual				
(53) Color Photo of each Model (including front/ view, ear view, PCB Lay Out)				
(54) Rating Label (With model and brand name)				
Other Remarks:				

Date: _____ Name and Signature of Technical Support: _____

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Processing Officer	**OK**	**Fail**	**N/A**	**Remarks**
(55) Is the Test report valid, < 3 years				
(56) Is the laboratory listed CBTL, RTL for the product (check website)				Lab. Name:
(57) Are the governing standards valid, complete and correct				
(58) Review of Product Photograph				
(59) Review of Circuit Diagram				
(60) Review of Test Report				
(61) Review of Manual				

Date: _____Name and Signature of Processing Officer: _____

COC **By:**

_____
(Printed Name)

Other Aspects:

_____

☐ COC is carried out.

☐ COC is not required, only letter of Acceptance

☐ COC is not carried out. (see "Other Aspects")

Date Signature
(of Approving Officer)

Appendix 6. Scope of Application for Controlled Goods for TUV Rheinland Singapore Pte. Ltd.

Scope of Designation as CAB (Local-Certification)
TÜV Rheinland Singapore Pte Ltd

	Category of Controlled Goods	Technical Regulations	Basis of Designation	Designated since
1	Adaptor - for Computer / Telephonic Appliances - *for electronic Appliances**	- IEC 60950-1 - *IEC 60065*	*SAC Accreditation of Product Certification Body to ISO/IEC Guide 65* *Cert. No: PD-2007-03* *(Validity period: 25 Oct 11 till 24 Oct 2015)*	1 June 2009
2	Home Computer system (inclusive of monitor, printer, speaker and other mains operated accessories)	IEC 60950-1		
3	*Air Cooler**	*IEC 60335-2-98*		
4	*Any other audio product**	*IEC 60065*		
5	*Coffee Maker, Slow Cooker, Steam Boat and similar appliances**	*IEC 60335-2-15*		
6	*High-fidelity set**	*IEC 60065*		
7	*Iron**	*IEC 60335-2-3*		
8	*Kettle**	*IEC 60335-2-15*		
9	*Laser disc set**	*IEC 60065*		
10	*Mobile split air-conditioner**	*IEC 60335-2-40*		
11	*Mixer, blender, mincer and similar appliances**	*IEC 60335-2-14*		
12	*Rice Cooker**	*IEC 60335-2-15*		
13	*Room air-conditioner**	*IEC 60335-2-40*		
14	*Television/ Video display unit**	*IEC 60065*		
15	*Table/Standing fan**	*IEC 60335-2-80*		

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Scope of Designation as CAB (Local-Certification)
TÜV Rheinland Singapore Pte Ltd

Category of Controlled Goods		Technical Regulations	Basis of Designation	Designated since
16	*Toaster, grill, roaster, hotplate, deep fryer, wok and similar appliances**	*IEC 60335-2-9*	*SAC Accreditation of Product Certification Body to ISO/IEC Guide 65* *Cert. No: PD-2007-03* *(Validity period: 25 Oct 11 till 24 Oct 2015)*	1 June 2009
17	*Video cassette recorder**	*IEC 60065*		
18	*Vacuum Cleaner**	*IEC 60335-2-2*		
19	*Washing Machine**	*IEC 60335-2-7*		
20	*Wall Fan only**	*IEC 60335-2-80*		

CONSUMER PRODUCT SAFETY DEPARTMENT SPRING Singapore Enabling Enterprise

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Appendix 7. CAB 01, Application for ' Certificate of Conformity ' for Controlled Goods.

SINGAPORE CONSUMER PROTECTION (SAFETY REQUIREMENTS) REGISTRATION SCHEME

APPLICATION FOR 'CERTIFICATE OF CONFORMITY' FOR CONTROLLED GOODS

1. **Registered Supplier's Details**

(a) RS Code: | | | |

(b) Company's Name:

(c) Company's Address :

(d) Person to receive the Certificate of Conformity (COC):

Name (Mr/Ms)	
Title	

(e) Person in-charge of submission of application:

Name (Mr/Ms)			
Title			
Tel no		Fax no	
Email:			

2. **Factory's Details**
(attach a separate list if more than one factory – ☐ see attachment)

FULL Name	
FULL Address	
Country	

For Official Use

Date Received:

Allocated COC No:

Cheque/PO No:

Amount:

Bank's Name:

Remarks:

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APPLICATION FOR 'CERTIFICATE OF CONFORMITY' FOR CONTROLLED GOODS

3. **Controlled Goods:**

(a) Product name and short description:

(b) Trade Name:

(c) Model Number:

4. **Test Report & Safety Components**

Test Report No.	Issue Date	Safety Components Pages	Name of Test Laboratory

OR

Subject: Conformity Assessment Procedure for the CPS Scheme

APPLICATION FOR 'CERTIFICATE OF CONFORMITY' FOR CONTROLLED GOODS

We list the safety components below as they are <u>different</u> from the details shown in the Test Report or <u>not</u> listed in the Test Report.

Components (eg. mains transformer)	Manufacturer	Type No./ Model No.	Information about ratings, insulation, etc.	Test Mark (if any)

5. <u>COC Processing Time:</u>

☐ 3 Working days

☐ 5 Working days

☐ 7 Working days

APPLICATION FOR 'CERTIFICATE OF CONFORMITY' FOR CONTROLLED GOODS

6. Registered Supplier's Legal Statement

To: Head of Product Certification Department of TÜV Rheinland Singapore.

We hereby apply to the TÜV Rheinland Singapore Pte Ltd, 25 International Business Park, #05-105 German Centre Singapore 609916, for certification of controlled goods pursuant to the Consumer Protection (Safety Requirements) Regulations.

We have read and understood the information contained in the Information Booklet issued by the Safety Authority and certify that all statements made and information given in this application are true to the best of our knowledge and belief.

We declare that all the required basic documents are attached to this application. We understand that our application will be delayed in the event the required basic documents are insufficient. We also note that payment is non-refundable, that is, payment is due regardless of the outcome of application.

Company's Name (must be same as 1b above)	
Authorised Signature	
Name of Signatory	
Title of Signatory	
Date	
Company's Registered Seal/Stamp	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 8. CAB 02, Declaration on Use of 3-Pin Mains Plug

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

DECLARATION ON USE OF 3-PIN MAINS PLUG

(for appliances rated less than or equivalent to 3KW)

To: TÜV Rheinland Singapore Pte Ltd

We declare that the Controlled Goods:

Trade Name	
Model No.	

will be fitted with a 3-pin mains plug that is registered with the Safety Authority. We are fully aware that the model concerned will be recalled from the market should it be found, after registration, not fitted with the mains plug as declared above.

Company's Name	
Authorised Signature	
Name of Signatory	
Title of Signatory	
Date	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 9. CAB 03, Declaration on using Fixed Wiring in Accordance to CP5/IEC 60335-1

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

DECLARATION ON USING FIXED WIRING IN ACCORDANCE TO CP5 / IEC 60335-1:

(for appliances rated more than 3KW)

To: TÜV Rheinland Singapore Pte Ltd

We declare that the Controlled Goods:

Trade Name	
Model No.	

will be directly wired to the mains by fixed wiring in accordance to the Code of Practice CP5 by a qualified electrician and will not be connected to the mains 3-pin mains plug. The size of the fixed wiring used will also comply with the required Safety Standards as stated in IEC 60335-1

Company's Name	
Authorised Signature	
Name of Signatory	
Title of Signatory	
Date	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 10. CAB 04, Declaration for Computer Monitor not connected directly to the Mains power Socket outlet

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

DECLARATION FOR COMPUTER MONITOR NOT CONNECTED DIRECTLY TO THE MAINS POWER SOCKET OUTLET

To: TÜV Rheinland Singapore Pte Ltd

We declare that the power cord set supplied with the Controlled Goods:

Trade Name	
Model No.	

is meant for connecting to the appliance supplying the mains voltage only and not directly to the mains power socket outlet.

Company's Name	
Authorised Signature	
Name of Signatory	
Title of Signatory	
Date	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 11. CAB 05, Identity Declaration

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

IDENTITY DECLARATION

To: TÜV Rheinland Singapore Pte Ltd

We declare that the:-

Controlled Goods	
Model No.	

for which we apply for the certification under the Consumer Protection (Safety Requirements) Regulations are identical in all respects (e.g. design, construction, properties, critical components, assembly) to the tested specimen for which the Test Report mentioned below as established by the certification body / test laboratory :

Reference No.	**Dated**
1)	
2)	
3)	
Model No. (Basic Model on test report)	

except for the following difference(s):

Item (transformer, inductor, model no., trade name, etc.)	Basic **Model** (on the test report)	Similar/Derive **Model** (actual model no. for certification)

Company's Name	
Authorised Signature	
Name of Signatory	
Title of Signatory	
Date	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 12. CAB 06, Detachable Power Cord Set not supplied by Registered Supplier

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

DETACHABLE POWER CORD SET NOT SUPPLIED BY REGISTERED SUPPLIER

To: TÜV Rheinland Singapore Pte Ltd

We acknowledged the below-mentioned safety requirements for the detachable power cord set (consists of mains plug, flexible cord and appliance connector) to be used with the :

Controlled Goods	
Trade Name	
Model No.	

and we will ensure that our distributors/clients will strictly adhere to the safety requirements. We understand that the Certificate of Conformity (COC) is issued based on the strict compliance to the said safety requirements.

SAFETY REQUIREMENTS

Mains plug:

☐ Use a 3-pin mains plug that is registered with the Safety Authority.
☐ Use a 2-pin mains plug that is certified* to IEC 50075

Flexible cord:

☐ Use a double insulated flexible cord that is certified* to the relevant IEC standards.

Appliance connector:

Use an appliance connector certified* to IEC 60320.

*certified by member of IECEE CB Scheme.

Company's Name	
Authorized Signature	
Name of Signatory	
Title of Signatory	
Date	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 13. CAB 07, Application for Modification for Controlled Goods

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

APPLICATION FOR MODIFICATION FOR CONTROLLED GOODS

To: TÜV Rheinland Singapore Pte Ltd

We are applying for modification to the certified Controlled Goods:

Trade Name	
Model No.	
Certificate No.	

Changes made to the certified Controlled Goods are:

RS Code			

Company's Name	
Company's Address	
Authorised Signature	
Name of Signatory	
Title of Signatory	
Tel. No. & Email	
Date	

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 14. CAB 08, Application for Renewal for Controlled Goods

SINGAPORE CONSUMER PROTECTION
(SAFETY REQUIREMENTS) REGISTRATION SCHEME

APPLICATION FOR RENEWAL OF CERTIFIED CONTROLLED GOODS

To: TÜV Rheinland Singapore Pte Ltd

We are applying for renewal of the following certified controlled goods under Regulation 8 of the Consumer Protection (Safety Requirements) Regulations.

We note that the certified controlled goods may require re-testing depending on the applicable safety standards and requirements.

S/N	Certificate Number	Model Number	Remarks
1			
2			
3			
4			
5			
6			
7			
8			

RS Code			
Company's Name			
Company's Address			
Authorized Signature			
Name of Signatory			
Title of Signatory			
Tel. No. & Email			
Date			

Please note that making a false statement on this application is an offence under the Consumer Protection (Trade Descriptions and Safety Requirements) Act (Chapter 53)

Subject: Conformity Assessment Procedure for the CPS Scheme

Appendix 15. Price List CPS Scheme

Please see below for the pricing, lead-time and documentation required for Singapore COC application.

New

A			B
3 Working Days	5 Working Days	7 Working Days	LOA
$333	$285	$237	$180

Renewal

A	B
7 working days	LOA
$150	$50

Modification : $150

Total charges would be **"one of A + B"**
Lead-time starts from receiving of the last correct document delivered to us.
Lead-time of the LOA not included, normally will be issued about 1 or 2 days after the CoC

Documentation required to begin

- CAB Forms
- CB Report & Certificates (not older than 3 years)
- Company name, address, contact person name, email address, tel./ fax no. (Certificate of ROC for new register supplier)
- CB Authorization letter
- Circuit diagram with the rating values or with Bill of Material (BOM)
- English user manual
- Rating label with actual model name, brandname & rated voltage
- 1 sets of photo documentation in colour showing exterior (nameplate, voltage rating, main plugs, ideally, the rear, front, side view) and interior (PCB layout)
- SPRING COC of 3-pin main plug, certificate for 2-pin plug, connector and cord of any national certification body

Appendix 16. COC Format

THE SINGAPORE CONSUMER PROTECTION (SAFETY REQUIREMENTS) REGISTRATION SCHEME

TÜVRheinland®

Certificate of Conformity (CoC)

To:

Date of Certification: _____

Date of Re-certification: _____

Date of Expiry: _____

Certificate Number: _____

Dear Sir/Madam,

We certify that the following controlled goods complied with the Mandatory Requirements of the Singapore Consumer Protection (Safety Requirements) Registration Scheme:

Description of controlled goods:

Trade Name:

Model Number:

Country where controlled goods are likely to be manufactured:

Test report number:

Testing laboratory:

Tested according to:

TÜV Rheinland Singapore Pte., Ltd.

Important Notice:
No controlled goods can be supplied in Singapore unless they are registered with the Safety Authority.
Please access www.spring.gov.sg/safety for registration procedure.

TÜV Rheinland Singapore Pte., Ltd., 25 International Business Park, 05-105 German Centre, Singapore 609916

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